



MWR Marketing Division Media Request Form

Fort Jackson, South Carolina

MWR WEB PAGE REQUEST

Date Information (please print)

Date of Request:	Request Completion Date:	Date to be Used:
Date[s] to Run	From:	To:

Point Of Contact Information

Main POC Name	
Back-up POC Name	
Phone / Fax / Cell	
E-mail address	
Directorate or Activity	

MWR Web Page

Event Title:	Event Location:
Event Date:	Event Time:
*Date(s) to Run :	Open to:
Fees / Charges:	Event POC:

Special Events Features or Additional Information:

To expedite your project, please e-mail word, text and/or image files to the MWR Marketing Division Graphic Artist. Please include information listed above in e-mail. Call 751-6990 for more information.

*Please Note: The MWR Web page is updated Monthly. Get your event information in at least two [2] weeks before the beginning of the month in which your event is held. Sorry, the MWR Web page is only for MWR or DCA supported events. If you have any questions regarding the suitability of your event please call MWR Marketing Division.